

W A R N I N G

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DO #226 - Region IX, Superfund Records Management Support**MONTHLY REPORT
November 1997**

Contract:	#68-W5-0024	Delivery Order #226
Sponsoring Office:	Superfund Records Management Support, Region 9 Cost Recovery Activities	
Project Officer:	Rick Johnson	
DOPO:	Sharon Johnson	
DOM:	Richard Thomas	

I. Outline of Project/Significant Accomplishments/Future Activities**Task 1 Project Plan Development**

- 1.1 Initial Project Plan Development
- 1.2 Revision to an Accepted Project Plan

Task 2 Program Management

- 2.1 Manage the Delivery Order
- 2.2 Close-out of the Delivery Order

Task 3 Financial Documentation/Cost Recovery Packaging

A Cost Package was processed for DCE Circuits (SSID Y1). The package was processed through the Enforcement Final stage.

A Cost Package was processed for Lorentz Barrel & Drum Structures RV (SSID 4N). The package was processed through the Enforcement Final stage.

A Cost Package was processed for Lorentz Barrel & Drum Shallow GW (SSID 8X). The package was processed through the Enforcement Final stage.

The latest Cost Package for San Gabriel Valley (SSID 27) was processed to the Enforcement Final stage.

The latest Cost Package for Brown & Bryant - Arvin (SSID H2) was processed to the Enforcement Final stage.

A Cost Package for Teledyne Semiconductor (SSID 95) is currently being processed. A Program Copy has been made. The package is awaiting QA by the RIM IV.

A total of 10 lft of documents were added to the Cost Package files. A total of 11 records were added to the ImageTrax database.

Future Activities

Cost Packages and Summaries will be processed as directed by the DOPO.

Task 4 Contracts, Grants and Interagency Agreements/Potential Cost Recovery Document Collection (PCRDC)

The DOPO for the Superfund Records Center contract, D.O. #210 forwarded her contract files for the first Records Management Support Services Contract to the records center. The files are made up Labat-Anderson contract material through September 30, 1995. The documents will be used in Work Performed Documentation Package compilations.

The records center received one linear foot of START contract monthly and weekly progress reports. The documents were added to the Contract Box Storage report and placed on the storage shelves.

The records center received one linear foot of ARCS Work Assignment Form folders. The documents were added to the Contract Box Storage report and placed on the storage shelves.

A total of 3.5 lft of new contract documents was added to the collection.

Task 5 Compile Work Performed Documentation Packages

A Work Performed Documentation Package was completed for Apache Powder (SSID C6).

A Work Performed Documentation Package was completed for Casmalia Resources (SSID 3H).

A Work Performed Documentation Package was completed for McCormick & Baxter (SSID 1E).

A Work Performed Documentation Package was completed for Omega Chemical (SSID BC).

A Work Performed Documentation Package was completed for Sparks Solvent/Fuel Site (SSID W6).

A Work Performed Documentation Package was completed for Yavapai Penta (SSID 1U).

A Work Performed Documentation Package was requested for Van Waters & Rogers (SSID 96). No new documents were found after reviewing cost recovery and contracts files. The EPA Cost Recovery Specialist was notified of the search results and determined the current Work Performed Documentation Package was acceptable.

A total of 1.75 lft of Work Performed Documentation Packages were added to the Cost Recovery collection. A total of 3 records were added to the ImageTrax database for Work Performed Documentation Packages.

Future Activities

Task 6 Responding to Freedom of Information Act (FOIA) Requests

No requests for FOIA support were received this month.

Task 7 Manage the Day-to-Day Operations of the Cost Recovery Delivery Order in the Superfund Records Center

The missing King Neptune (SSID 3B) file was discovered in the accounting section and returned to the records center. The file had been missing since 1994.

Staff received 6 requests for documentation.

The monthly circulation report of Confidential Business Information disclosures for October was reviewed for completeness and forwarded to the CBI officer on November 3.

Future Activities

Staff will respond to all Agency requests for cost recovery and contract documentation with same-day service. The monthly circulation report of Confidential Business Information disclosures will be completed. The DOM will meet with the DOPO and Agency personnel throughout the month for effective management of the delivery order.

Task 8 Attend National Meetings

The DOM attended the annual EPA Records Management Conference. The conference was held the week of November 17 in Dallas. The topic of the conference centered on the federal court ruling against GRS 20 (electronic records schedules). The DOM attended break out sessions related to SDMS, Superfund records, and toured the Region 6 records centers.

Task 9 Monthly Reports

Cost package indexes sorted by CERCLIS and Financial System Site Names for the month of September were completed and submitted to the DOPO and authorized users on November 3. An updated On-site Box Storage Report for all contract files was forwarded to the DOPO and Cost Recovery staff on November 3.

On November 3, the Monthly Report for October was completed and transferred to the Records Center on-line application *Express Link*.

Future Activities

At the end of the month, staff will produce the cost recovery indexes and contract file storage reports for delivery to authorized persons. The DOM will complete work on the Monthly Report and respond to all Technical Directions as required.

Task 10 Site-Specific Invoicing

The site-specific detail attachment for the first October invoice was forwarded to the DOPO.

Future Activities

The DOM will verify and reconcile staff site-specific labor charges for submission of detail attachments to the DOPO.

Task 11 Property Inventory

II. Actual Hours Expended

Task 2

RIM IV	4
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Task 3

RMS III	93.5
RIM IV	15

Task 4	RMS III RIM IV	
Task 5	RMS III RIM IV	80 4.75
Task 6	RMS III RIM IV	
Task 7	RMS III RIM IV	110 77.25
Task 8	RIM IV	40
Task 9	RMS III RIM IV	4.5
Task 10	RMS III RIM IV	1
Task 11	RIMIV	

III. Difficulties Encountered

No difficulties encountered this reporting period.

IV. Personnel

No personnel action was taken this month.

V. Summary of Technical Directions

The DOPO continues to utilize the *Express Link* Superfund Records Center Work Request Form to issue directions for processing routine Cost Documentation Packages and Work Performed Compilations. No other technical directives were issued.